



THE RHODE ISLAND DEPARTMENT OF HUMAN SERVICES



RI EDS Provider Electronic Solutions Installation Instructions

Provider Electronic Solutions (PES) may be installed on your hard disk drive or on a network system. Providers may also choose between a workstation (used when installing to individual PC's in a network installation) and typical installation (for single application). PES may be installed on numerous PCs. In the event the program and files are damaged or deleted, you will need your original CD or you may download from the DHS website to re-install PES.

When you install PES on a PC that is running Windows NT, Windows 2000 or Windows XP, you must have **administrator** privileges.

Establishing Your Password

The password you have received with this package is a TEMPORARY PASSWORD. Prior to setting your options in PES you **MUST** change that password. If you have access to the Internet please follow the procedures below:

- Navigate to: <https://www.dhs.ri.gov/test/secure/logon.do>.
- Enter the Trading Partner in the User ID field and Password enclosed in this packet.
- Select the **Log In** button.
- Type in the password of your choosing and re-enter that password
- Complete the two security questions
- Select Continue

If you **do not** have access to the Internet, please call 401-784-3884 and an EDS representative will return your call within 24 hours to assist in this process.

Download Installation

You may obtain the current HIPAA compliant version of PES via the RI Department of Human Services Web Site. Go to <https://www.dhs.ri.gov>, click on HIPAA, then click EDI, select Provider Electronic Solutions (PES) Software, and then download:

The file download box will display. The user can choose either OPEN or SAVE.

- If OPEN is chosen then the application will begin the installation process and the user should skip to the instructions for Installing from a CD.
- If SAVE is chosen then proceed to the next step

A SAVE AS window is displayed, navigate to the C drive by clicking the drop down arrow in the SAVE IN box:

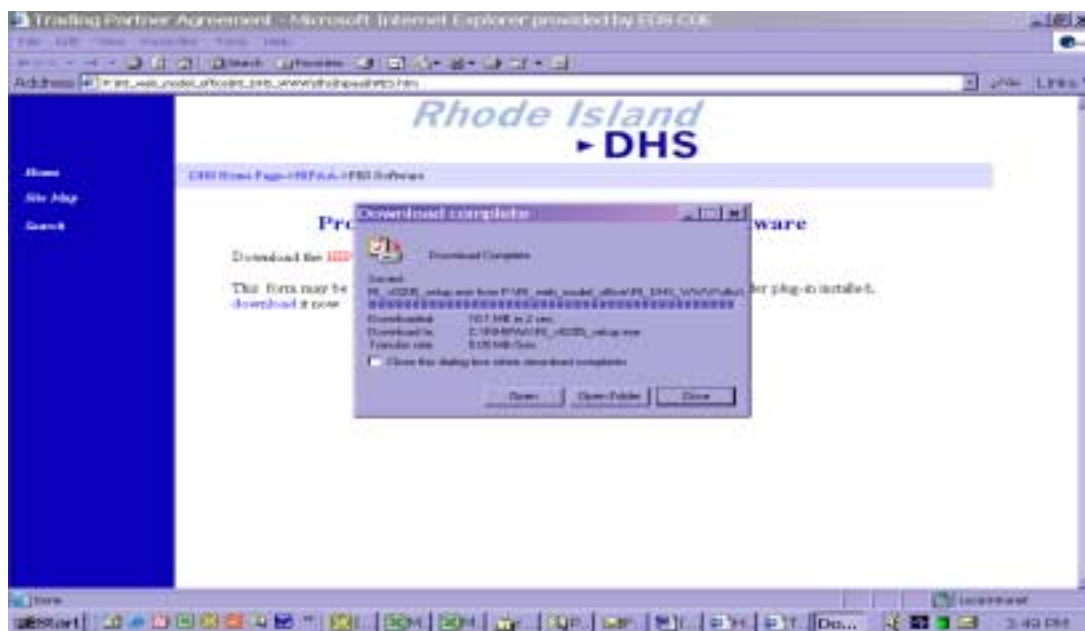


Once in the C Drive, create a new folder by clicking the CREATE NEW FOLDER icon. When the new folder is created, rename it RIHIPAA.

Open the RIHIPAA folder, then click the save button to save the software to this folder.



The software will save and the Download Complete window will display.



Click the OPEN button in the Download Complete window to begin the software installation.

Double-click RIHIPAA zip. When the WinZip window appears, click the **Install** button, and then click the **OK** button to begin installation and setup. The welcome screen displays.

Follow steps for installing from a CD for remainder of the installation.

Installing from a CD

When you install the software from a CD, the auto installation program begins the process for you. Insert the CD in your CD-ROM drive. The Set up box displays on your desktop after a few moments. The EDS Provider Electronic Solutions Welcome screen will then display.

1. On the Welcome Screen, click Next after reviewing the text on the window.
2. On the 'Set Up Type' screen, choose the default setup type (**Typical**) unless you are installing a workstation setup for use with a network.
3. On the 'Choose Destination Location' screen, the destination folder should display as "c:\rihipaa". Click Next.
4. On the 'Database Destination Location' screen, the destination folder should display as "c:\rihipaa". Click Next

The following message displays:

Please note the database destination folder for future WORKSTATION setups.

5. Click OK to begin the setup.
6. On the 'Install Shield Wizard Complete' screen, click Finish to complete the setup.

Network Installation

Several users may access Provider Electronic Solutions at the same time. To install the application for use by several users, you will need to perform a network installation. The following instructions will install the shared database on a network and the rest of the application on the PC you are installing from.

Follow “Installing from a CD” instructions.

When asked for the type of installation, select Typical.

Select the location on your PC or accept the default directory for the application.

Click Next.

For the location of the database, select the directory on the network where you want the database to be located. This will allow users from multiple PCs to access the application data.

Continue with the installation instructions from step 5.

For all other PCs that will be running Provider Electronic Solutions, when asked what type of installation you desire, select Workstation instead of Typical.

When asked, enter the location on the network where the database was installed. This is the location you were asked to note in step 4.

Installation Notes

If you install the application as a Typical installation on more than one PC, you will not be able to share data between the PCs.

When applying an Upgrade in a network environment, be sure that all PCs running the applications are upgraded and that the database is upgraded. During the upgrade process, upgrade the database once; then update each PC attached to the network that has the application installed. This will help ensure that everyone’s copy of the application remains synchronized with the version of the database.

Accessing the Program

- Double click on icon for RI Provider Electronic Solutions
- Double click on the EDS icon
- You will prompted to enter a password type in “eds-pes”
- The message password expired will appear on your screen
- Click OK
- Type in eds-pes in the Old Password Field
- Type in your new password in New Password and re-enter that same information in Re-key New Password
- The main menu will appear with a message asking the user if they wish to set up OPTIONS at this time, click **okay**

Setting Up your billing OPTIONS will allow access for directly billing your claims to EDS as well as accessing the DHS web portal.

IMPORTANT

MUST COMPLETE

IMPORTANT

Batch Tab

- Enter your trading partner ID assigned by EDS in the Trading Partner ID Field
- Re-enter your trading partner id for the Web Logon field

- Enter your new password (the one you updated through the web site) in the Web Password field
- Select the appropriate entity type qualifier
- Enter Last and First **or** Organization name as appropriate
- Type in Contact Name
- Select which method of contact i.e.: e-mail, telephone and enter the appropriate number including area code - no dashes

Options

Batch | **Web** | Modem | Carrier | Payer/Processor | Retention

Trading Partner ID: 601000011

Web Logon: 601000011 | Web Password: XXXXXX

Entity Type Qualifier: 1

Last/Org Name: SMITH | First Name: PAULA | MI:

Submitter Contact Information

Communication Numbers/Qualifiers: 1: 4017843821 | TE | 2: | | 3: | |

Contact Name: PAULA

Help | Print | OK | Close

Web Tab

- Verify – that Microsoft Internet Explorer Pre-config Settings is checked to utilize your internet service provider
- To use your modem to connect to the RAS dial up:
- De-select Microsoft Internet Explorer Pre-config Settings
- Select Modem
- Click on install RAS
- Select A for testing in the Environment Indicator

Example of RAS installation in Web Tab

Options

Batch | **Web** | Modem | Carrier | Payer/Processor | Retention

☐ Use Microsoft Internet Explorer Pre-config Settings

Connection Type

☐ LAN | ☒ Modem

☐ Use Proxy Server | Dialup Network: RIRAS

Proxy Information

Address: | HTTP Port: | HTTPS Port: |

Proxy Bypass: |

Environment Ind: A | RAS Phone #: 1-860-832-9255 | **Install RAS**

Help | Print | OK | Close

Modem Tab

- If you are utilizing your internet service provider – select None
- To use the RAS dial up click the detect button to locate the modem.
- The software should automatically plug the com port and modem type, if not:
- The com port can be verified by clicking on the Start button (bottom left hand corner of your computer screen), then Settings and Control Panel
- Double click the modems icon
- Click the Diagnostics tab and verify the COM port where the modem is attached.
- Close the control panel
- Key the com port number into the com port field on the modem tab
- Select the appropriate modem type in that field

Carrier Tab

- Select Batch _Web under Transaction Type
- Select Batch Web under Carrier ID
- Select Intact Transmit under Transaction Type
- Select INT_EBX01 under Carrier ID
- Select T for the Production/Test Indicator

Transaction Type	Carrier Id	Net Id	Phone Number	Dtr
INTACT TRANSMIT	INT_EBX01	PAMP	8666270015	9600
BATCH TRANSMIT	INT_EBX01	PAMP	8666270015	9600

Retention Tab

- The Archive Days is preset at 30 days but, may be changed to anything between 1 and 999 to suit your needs
- Change max batch, verify, log reports, bulletin to whichever suits your needs recommended 60 – 90
- Set expiration days for password re-set
- Click OK to save settings

If using RAS Dial Up:

- **Move your cursor to Start (left bottom on your computer)**
- **Select Control Panel or for XP select Settings**
- **Select Connections**

- Select RI RAS
- Enter 'provider' (lower case) in User Name field
- Enter 'Hell0(zero)X'
- Close by clicking on x in right hand corner

For Claim Eligibility or Claim Status Submission

- Communication
- Submission
- Select Claim type or Transaction
- Select Submit Button

To obtain Eligibility, Claim Status Response, Accept/Reject Report or Remittance files

- Communication
- Submission
- Select transaction to receive
- Select Submit Button

To view the 835, Eligibility or Claim Status

- Communication
- Select view batch response/835
- Select report by creation date

To view Accept/Reject Report or the Functional Acknowledgment

- Communication
- Select submit reports
- Select report by number or creation date

To uninstall

- Start
- Settings
- Control Panel
- Add/Remove Software
- Select RIPES
- Delete

Once you have completed your testing; **Enter your Options screen and change the 'Environment Ind' on the Web tab from 'A' to P' and the 'Production/Test Ind' on the Carrier tab from 'T' to 'P'.**